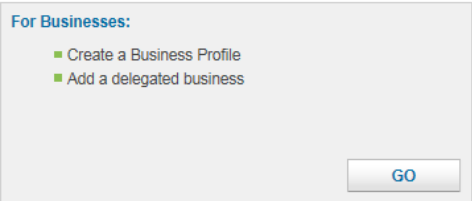
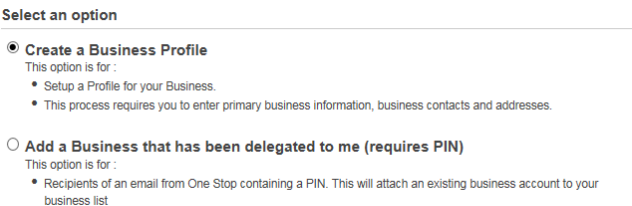
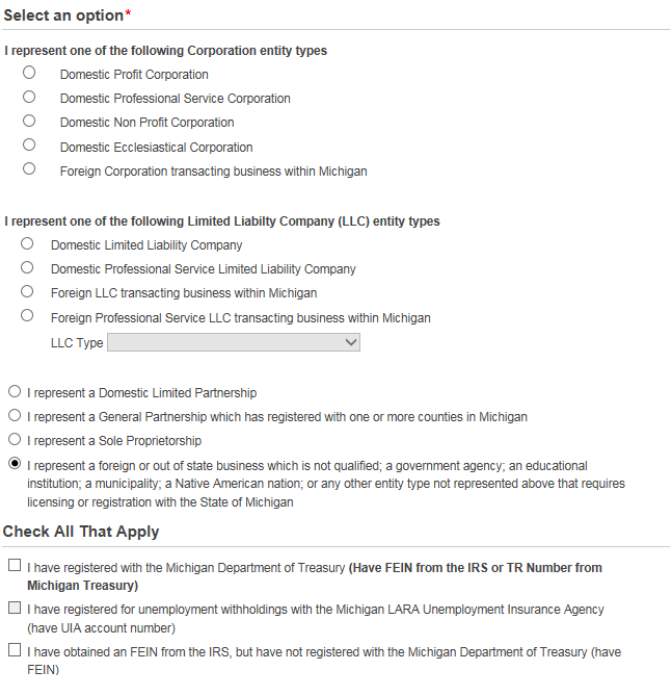

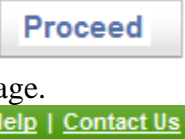


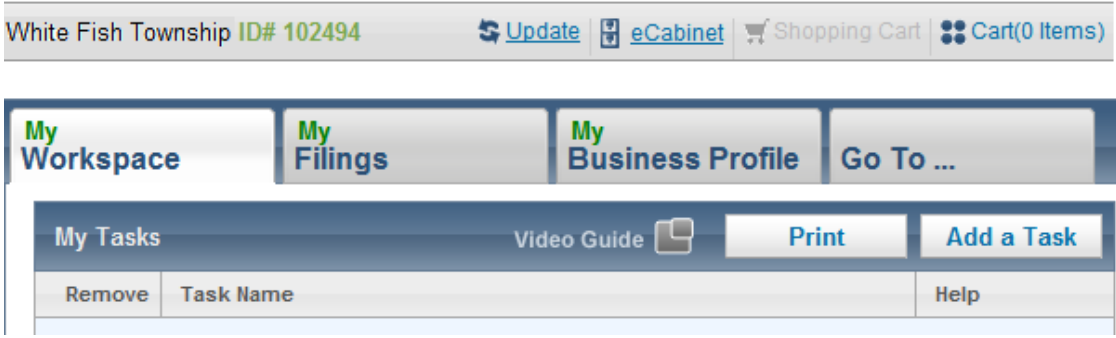
IHAP – Michigan Business One Stop Registration

1. Access One Stop


Step	Action
a	<p>Go to www.michigan.gov/business . Click Go in the Start and Register box.</p> <div> START & REGISTER <ul style="list-style-type: none"> ▶ To get started, you will need to sign up for a One Stop account, then set up your business. These are ONE TIME ONLY activities. ▶ Get started now! Register for Business One Stop. GO </div>
b	<p>On the registration screen, enter the required information and Submit.</p> <div>Submit</div>
c	<p>One Stop will send a temporary password to the e-mail address you provided in step two. Once you receive the e-mail, return to www.michigan.gov/business and enter your login ID and the password you received. Click Go.</p> <div> REGISTERED USERS <p>LOG IN NOW TO...</p> <ul style="list-style-type: none"> ▶ Apply for new licenses and permits. ▶ Renew licenses and permits. ▶ Pay online Login ID: <input type="text" value="dawsonl4444"/> Password: <input type="password" value="....."/> Forgot Password? GO </div>
d	<p>Fill in the required information to change your temporary password to a password of your choosing, then click Change Password.</p> <div> Input old password <input type="password" value="....."/> Input new password <input type="password" value="....."/> Confirm new password <input type="password" value="....."/> <input type="text" value=""/> Change Password </div>
e	<p>Complete the security questions, and click Submit.</p> <div>Submit</div>
f	<p>One Stop will display “congratulations! Your registration is complete”. However, this is only the first part of registration that is complete. You need to continue to create a business profile and a new billboard account. Click Continue.</p> <div>Continue</div>
g	<p>Review the One Stop Terms and Conditions, then click Accept at the bottom of the page.</p> <div>Accept</div>

2. Create a One Stop Business Profile

Step	Action
a	<p>On the One Stop home page in the box that says, For Businesses, click Go.</p> 
b	<p>On the Start or Add Business page, select Add My Existing Business and click Next.</p> 
c	<p>Describe Your Business - If you are an individual or do not fit into any of the listed categories, select the last business type (“I represent a foreign or out of state business which is not qualified; a government agency; an educational institution; a municipality; a Native American nation; or any other entity type not represented above that requires licensing or registration with the State of Michigan”) and skip the section labeled “Check all that apply.” Click Next to continue.</p> 
d	<p>Review the Legal Agreement Text, then click Accept at the bottom of the page.</p> 
e	<p>Enter the information requested on the Identify Your Business page, and click Submit. One Stop will retrieve your business’ records and display the name. If it is correct, select the name and then click Next. Tip: When identifying the contact type choose “other” from the drop down screen and then enter your job title in the next field.</p>
f	<p>One Stop will walk you through a series of questions to create your business profile (5 steps). As you complete each page, click Proceed. If you need help, click use the Help or Contact Us links at the top of the page.</p> 
g	<p>When you finish creating your business profile, you will be on your One Stop</p>

Step	Action
	<p>WorkSpace page. It will look something like the picture below. Note that the page has four tabs, each of which provide different information.</p> 

3. Access IHAP

Step	Action
a	On the My Workspace tab (see previous diagram) click Add a Task .  A new window will open.
b	In the Add a Task window, search for “Billboard” in the Search field. One Stop will locate the Billboard Permit IHAP task. Click in the box to select it, and click Add .
c	Click on the Billboard Permit IHAP link to create your billboard account.
d	You will be asked if you already have billboard permits – click “No” to create a new billboard account.